

GUIDELINES FOR FINAL CONFERENCES ORGANISED BY SOCIO-ECONOMIC AND HUMANITIES RESEARCH PROJECTS

1. Deadline for information on the final conference: Project Officers should be informed at the latest one month in advance of the final conference in order to ensure the widest possible publicity of the event.
2. In order to be announced on CORDIS website, Project coordinator should communicate to his Project Officer following information :
 - Brief text announcing the conference
 - programme of the conference
 - website of the conference and/or project
3. Clearly define the objective of the final conference as well as the profile of the participants by distinguishing:
 - Policy-makers and other decision-makers (regional, national, European levels)
 - Research community
 - Business world
 - Actors of the civil society organisations
 - MediaParticipants' list should be available according to the target groups mentioned above.
4. Clearly define the scientific results and messages to be presented.
5. Make available, during the conference, information about the project (data on coordinator, consortium, duration of the project, budget allocated, objectives, etc.) to all participants through a brochure including, if possible, pictures, tables, etc.
6. Prepare for the conference a policy brief presenting the rationale of the project, its scientific context, its general and specific objectives, main findings in terms of new knowledge, new concepts and European added value, key messages, recommendations for policy-makers (see template annexed).
7. Elaborate a background discussion document for the conference.
8. Prepare a press release (one page maximum) with recommendations based on scientific findings.
9. Ensure the participation of journalists to have a good coverage of the conference (newspapers, TV, etc.).
10. Take pictures of the event which could be used in further EU publications.
11. Ask Commission services to send you supporting material like EU publications, annual report, newsletters, etc.
12. Don't forget to use, for any publication, poster and website, the logo of the 6th or 7th Framework Programme, indicating that your project has been funded under the Socio-economic Sciences and Humanities". Moreover, the European Union flag should also appear (see guidelines for the elaboration of a project website).